



## Quick Guide to Edmodo: Administrators

District Subdomain Profile  
2500 Students | 85 Teachers | 3 Schools

### Preparing My School or District Edmodo Site

As administrators, we know that preparation is key. Before my teachers come back for prep, I prepare for a successful year with Edmodo by:



Ensuring our school or district has admin features enabled. If not, [claim them here](#)



[Editing the Schools](#) on our District Subdomain to match our current district layout



Setting up the [Contact for School Code](#) Information so teachers know who to ask

### Teacher Prep

When my teachers come back for Professional Development sessions, we review [Best Practices](#) and I [Host a Training](#) session.

Once all of my teachers have Edmodo Accounts, I have them [join our Staff Professional Development Group](#) to teach them how to [communicate](#), [share resources](#), and [create their classrooms](#) on Edmodo.

This is a great time to [review the basics](#) and discuss [interesting ways to use Edmodo](#).



## Managing Members and Admin Access

From [resetting passwords](#) to awarding [Edmodo Store Credit](#) to my teachers, I have access to [administrative features](#) that assist my teachers and students daily by:

- Enabling [Automatic Subdomain Redirect](#) to ensure our users login through the subdomain each time they access Edmodo
- [Finding usernames](#) and resetting passwords for all of my teachers and students
- [Exporting](#) or resetting the [School Codes](#) as needed
- Reviewing our classrooms' [Groups and Communication Streams](#)
- Checking out student progress through the [Gradebook](#)
- Exporting a list of [Parent Codes](#) to help our parents sign up

These [success stories](#) highlight how other administrators and schools have successfully utilized Edmodo.

## Analytics and Visibility

Edmodo is essential for keeping me informed about what's happening in our classrooms and schools. The [Analytics](#) feature quickly shows me how engaged our students are through metrics such as how many assignments are turned in and how many posts are generated in a given time period.

The general [School and District Summaries](#) show me how many users in my district are signed up for Edmodo and highlight our most active schools.

## Power of the School and District Network

Connecting with other teachers and admins through our [School and District Communities](#) helps us stay updated and informed. I can easily message all of my parents, students, and/or teachers at the same time when we need to give quick reminders about upcoming events, notify everyone in one easy message, or even schedule PD opportunities! Edmodo provides an opportunity for my teachers to create [Groups](#) for further collaboration on curriculum, extracurricular projects, and classroom planning!

## Power of the Edmodo Network

Following [global communities](#) and participating in [professional development groups](#) such as [Edmodo Administrators](#) and [21st Century Administrators](#) help me stay on top of the rapid changes and trends in education. I love that on the same platform I manage my district and work with my teachers, I can also collaborate with administrators around the world and discuss techniques, policies, and curriculum ideas.

“As a technology director, it's an amazing opportunity to be able to endorse the grassroots efforts of your students and teachers by bringing together the district community under one safe roof—the Edmodo district site.”

- Dr. Adam Seldow



# Quick Guide to Edmodo: Administrators

District Subdomain Profile  
2500 Students | 85 Teachers | 3 Schools

The screenshot displays the Edmodo Administrator interface. The top navigation bar includes a search bar and an account dropdown. The left sidebar lists various district and school-level options. The main content area is titled "My District" and shows analytics for "634 VISITS" from 04/01/2013 to 05/20/2013. A line graph shows daily visit counts, with a peak of 61 on April 2nd. Below the graph is a summary table with the following data:

School activity		School Accounts	District Summary		
Teachers	Students	Groups	Assignments	Turn-ins	
24	43	176	61	112	



## Appendix: Administrator Guide Links

### A. Preparing My School or District Edmodo Site

1. Claim Admin Features for Your School or District
2. Edit Schools
3. Contact for School Code

### B. Teacher Prep

1. Edmodo Best Practices
2. Host a Training
3. Teacher PD Group
4. Send a Post
5. Share a Resource
6. Create a Group
7. Getting Started
8. 20 Ways to Use Edmodo

### C. Managing Members and Admin Access

1. Reset Password from the Admin Account
2. Purchase Edmodo Store Credit
3. Manage Subdomain Members
4. Automatic Subdomain Redirect
5. Find a Username
6. Export School Codes
7. Understand Your School Code
8. View a Student's Posts
9. View a Gradebook
10. Export Parent Codes
11. Admin Success Stories

### D. Analytics

1. Analytics

### E. Power of the School and District Network

1. School and District Community

### F. Power of the Edmodo Network

1. Edmodo Subject Communities
2. Teacher PD Groups
3. Edmodo Administrators Admin Group
4. 21st Century Administrators Admin Group

Please visit the Edmodo Help Center at [help.edmodo.com](https://help.edmodo.com) for many other helpful resources, or email the Edmodo Support Team at [support@edmodo.com](mailto:support@edmodo.com)